



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

October 6, 2011

LOUIS ANDREW JR., TREASURER
CITIZENS FOR TOM PETRI
PO BOX 270
FOND DU LAC, WI 54936-0270

Response Due Date

11/10/2011

IDENTIFICATION NUMBER: C00107003

REFERENCE: APRIL QUARTERLY REPORT (01/01/2011 - 03/31/2011)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 3 item(s):

1. Itemized disbursements must include a brief statement or description of why each disbursement was made. Please amend Schedule B supporting Line 17 of your report to clarify the following description(s): "Administrative/Salary/Overhead," "Campaign Event: Event expense," "Other," "Other: Event expense," "Other: Fee," "Other: Retainer," "Other: Tuesday Group," and "Other: Usage fee." For further guidance regarding acceptable purposes of disbursement, please refer to 11 CFR 104.3(b)(4)(i)(A).

Additional clarification regarding inadequate purposes of disbursement published in the Federal Register can be found at http://www.fec.gov/law/policy/purposeofdisbursement/inadequate_purpose_list_3507.pdf.

2. Schedule B supporting Line 17 of your report discloses disbursements to credit card companies. When reporting payments to credit card companies, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, you must itemize the name of the original vendor, address, date, amount, and purpose as a memo entry as well as clearly identify the credit card payment to which each memo entry relates. Please amend your report to include the missing information or provide clarifying information if memo items are not required. (11 CFR § 104.9)

3. Schedule B of your report discloses reimbursements to staff for apparent travel and subsistence advances in which the total amount reimbursed exceeds